



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education State Planning and Operations Division State Office Building Atlanta, Georgia 30334	Application Number 81-136	
Application Number		Date Received FEB 23 1981	Date Completed FEB 27 1981
2. Person to Contact Victor Levy		Working Title State Budgeting and Fiscal Control Coordinator	
		Telephone Number 656-3435	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978 Latest To Date		5. Records Series Title (followed by title used in office, if different) VEDS (Vocational Education Data System) Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Coordinator of State Budgeting and Fiscal Control is responsible for coordinating the preparation of the Office of Vocational Education budget, including grants and administration; coordinating preparation of the VEDS Report; providing financial and statistical information for the Annual Vocational State Plan and Accountability Report; and preparing periodic financial reports on various statistical groups in vocational education such as disadvantaged, handicapped, etc. The Coordinator also collects Census data, Labor statistics and information from Chambers of Commerce for use in calculating the actual allocation of federal funds to local school systems.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: collecting, analyzing and compiling vocational statistical data into the annual VEDS report, required by the National Center for Educational Statistics (NCES) for inclusion in its national data and accounting system. Included are: financial and statistical data on enrollments, completions, follow-up and staff Documents include VEDS Report, VEDS Instruction Manuals, VEDS Report Proof List, Accounting Reports and related documents. File is arranged: Chronologically by fiscal year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>75</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Annual Report sent to NCES, Washington, D. C. WDC
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	1 _____ years.
c. Federal law	5 _____ years.	f. Federal retention instructions	5 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

Annual VEDS Report

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Remainder of File:

Cut off at end of fiscal year; hold in current files area one (1) year; then transfer to State Records Center; hold four (4) years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3/23/81	Walker L. Baumgardner	2-23-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-26-81
		Secretary for State/Designee	2-26-81
		Attorney General/Designee	2-27-81